



Nada Kechli

Seeking a challenging position in a progressive company to utilize my skills, abilities and education in management and forge the opportunity to sustain a career path.

CONTACT

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ACTIVITIES AND INTERESTS

- Dancing
- Writing English/Arabic poems and short stories
- Sports and Physical Fitness
- NBA Fan

WORK EXPERIENCE

Brand Ambassador

Damac Properties – Dubai

2021 - Present

- Approach Prospects and qualify them
- Be Productive at the stand all the times during the shift
- Take ownership of stand appearance and marketing collateral
- Work at different locations and shifts as per business requirement
- Stay up to date with all new promotions and prices
- Support colleagues whenever required
- Report any issue from a stand in a timely manner
- Adhere to stands code of conduct and dress code
- Follow company stands script
- Achieve the assigned leads, tours, and sales targets
- Promote Damac projects and new promotions
- Have in-depth knowledge of products
- Follow up with the leads to convert into show meeting

Alternative Delivery Channel Officer

Saradar Bank – Lebanon

2019 - 2021

- Provide outstanding customer service
- Manage inbound-outbound calls, incoming requests and follow up until completed
- Identify customers' inquiries, clarify information, research every issue and find solutions
- Sell products and boosts sales
- Receive Complaints and direct them to the concerned party
- Conduct benchmarks on market's trends (Products and services)
- Provide support to Lending and Corporate Tie up Unite
- Provide support related to the Live Rewards system
- Provide support to branches and other departments
- Support clients in the online banking and digital platforms
- Handle companies end of month payrolls
- Provide support for new Joiners and leavers (open and close accounts)

Advisor

Audi Bank – Lebanon

2017 –2019

- Handle teller and Customer service responsibilities
- Cross-selling retail Products

Duty Manager and Executive Personal Assistant

The Smallville Hotel – Lebanon

2016 –2017

- Align CEO priorities with incoming requests to effectively plan and meet key requirements
- Support CEO internal and external communications
- Coordinate and assisted Senior Leadership Team meetings and drafted minutes
- Perform the Hotel Guest Cycle
- Coordinate with managers in all departments
- Inspect rooms daily
- Handle employees' problems
- Respond to customer concerns
- Assist Reception department when in short or peak times (check-in and check-out along with full procedure.
- Receive and sort daily mail and deliveries
- Coordinate and provided administrative support to all areas of HK department
- Ensure applying the department policies, procedures, and service standards.
- Handle up-to-date lost and found records

- Create HK room attendant and supervisor worksheets and checklists
- Ensure HK guest amenities and supplies are well stocked.

Personal Assistant

Nassour and Co – Lebanon

2015 –2016

- Act as a first point of contact: dealing with correspondence and phone calls
- Manage diaries and organizing meetings and appointments, often controlling access to the manager/executive
- Book and arranging travel, transport and accommodation
- Organize events and conferences
- Remind the manager/executive of important tasks and deadlines
- Type, compile and prepare reports, presentations and correspondence
- Manage databases and file systems
- Implement and maintain procedures/administrative systems
- Liaise with staff, suppliers and clients
- Collate and file expenses
- Support the manager with miscellaneous tasks which will vary according to the sector and to the manager's remit

Project Consultant

Rose Nail Spa – Lebanon

2015 (3 months' project)

- 3 months Project
- Set a business plan, rules, and regulations
- Develop strategy, mission, vision culture and values
- Create data entry systems for different work divisions
- Conduct monthly inventory and follow up on cash transactions
- Conduct a survey based on client's preferences to organize the shop

Junior Personnel Officer

Al Mawared Bank – Lebanon

2014 – 2015

- Organize and manage events
- Assist the HR manager in the recruitment process (Setting & correcting exams-short interviews)
- Follow up on employees and file monthly reports i.e. Attendance
- Handle employee's requests
- Handle employee's salaries-extra time-transportation-insurance and medical reports
- Give employees training sessions

Internships – HR Department

2011-2014

M1 Group-Bestseller- Qualious - Lebanon

EDUCATION

Lebanese American University -Lebanon

Masters Business Administration (MBA) – GPA 3.75/4

class of 2016

Bachelor of Science in Business Management- GPA 3.07/4

class of 2014

Makkassed High School – Lebanon

Baccalaureate in Socio-Economics

KEY SKILLS AND CHARACTERISTICS

- Computer Skills (Proficient in Microsoft office)
- Communication and interpersonal skills
- Leadership Skills
- Teamwork skills
- Time Management skills

LANGUAGES

Fluent in English and Arabic. Basic knowledge of French

CERTIFICATE

- Scrum Master Primer
- English Qualification Certificate IELTS
- Human Subject Protection Training Certificate-National Institute of Health
- Professional Communication
- Project Management Professional (PMP)

EXTRA-CURRICULAR ACTIVITIES

- Management and Marketing Private Mentor
- Private English Mentor
- Research & Academic Projects: Big Five Personality Traits and Organizational Commitment (Thesis)-Interreligious Marriage- Leadership skills, Compensation and Motivation